Technology Advisory Board
November 30, 2005

Attendees: Myron March, Steve Fletcher, Ed Ekstrom, Martin Frey, Tani Downing, Steve Hess

Guests: Randy Hughes, Daniel Frei, Jim Matsumura, Kevin Van Ausdal, Ken Elliott, David Fletcher, Jolet Olsen, Bob Woolley, Lloyd Johnson, Greg Mead, Dave Burton, Greg Gardner, William Shiflett, Jeron Paul

Excused: Marvin Dodge, Representative David Clark

Ed Ekstrom welcomed the group and asked for approval of the previous meeting's minutes. Steve Fletcher motioned to approve the minutes, Myron March seconded the motion and the group approved.

Strategic Plan
Steve Fletcher discussed the Department of Technology Services (DTS) strategic plan, handing out questions for the board members to provide feedback. Questions include information regarding the mission/value statement, goals/objectives, key initiatives, funding issues/opportunities, potential service benefits and cost savings.
Ed Ekstrom mentioned that he had secured permission to use an outside source for input to the strategic plan. Steve Fletcher provided the group with a copy of the annual IT report in electronic format, which includes: Agency Budget Summary/FY06, Agency IT Plans & Reviews/FY06, Agency Qualitative Assessments/FY06, IT Assessment Reports, ITS Comparative Rates Study/FY06 and DTS Transfer Recommendations.

Transition Team Update
Steve Fletcher updated the group on the progress of the transition teams. Ed Ekstrom asked how many agencies used performance measurements. Steve said that very few currently do and explained that this will be new for most agencies. Ed asked if DTS will be using other state/federal agencies for best practices. Steve said that two pilot projects (Service Desk and Service Level Management) have been identified to apply the ITIL/Lean processes to. Steve also explained the legislation that will be put forth for DTS in the upcoming Legislative session, including the FTE ceiling and the dedicated credits. Ed recommended that if there was currently a proof of concept with the budget process to replicate it. He said that this is probably going to be an ongoing practice and should be reused. Steve Hess asked when the organization will come together. Steve Fletcher explained that we are creating an organization that will accommodate employees, employees would then be assigned and the processes will be refined. Steve Hess cautioned that in putting the organization together, there needs to be a fairness for employment opportunities. Martin Frey said that he's not seeing key enabling tasks/initiatives in any of the current processes and plans. Steve said that we are looking at this and explained how this will work for DTS. Tani Downing asked how IT priorities would be put forth and how does it fit in the strategic plan and where will the funding come from for the priorities. She also asked if agencies will have to go to the Legislature for the priorities and funding. Steve said that both agencies and DTS will need to participate in this process. Martin said that there is the potential to lose time if there are priorities for this legislative session. Ed Ekstrom suggested that agencies should use their current practice for funding projects, because DTS will be new to the Legislative session. Martin also suggested that some cost savings initiatives should be recommended to the

Governor and the Legislature to help with this. He recommended having a planning session to provide some common initiatives. Steve Hess suggested using enterprise projects and work with those. Steve Fletcher said that there are opportunities and the projects would be reviewed.

The group determined that the next meeting will be held on Monday, December 19, 2005 at 4:00. They also determined that meetings for 2006 would be scheduled for the second Monday of the month from 3:30-4:30.

The meeting was then adjourned.